RECEIVE NOTIFICATION FOR SUBMISSIONS

This setting allows you to setup email notifications to one or more employees. They will receive an email each time a customer submits a form. You can even change the settings to attach a PDF version of the completed form to each email notification.
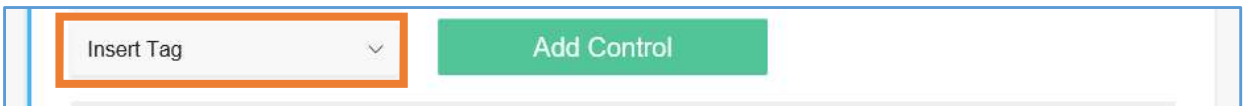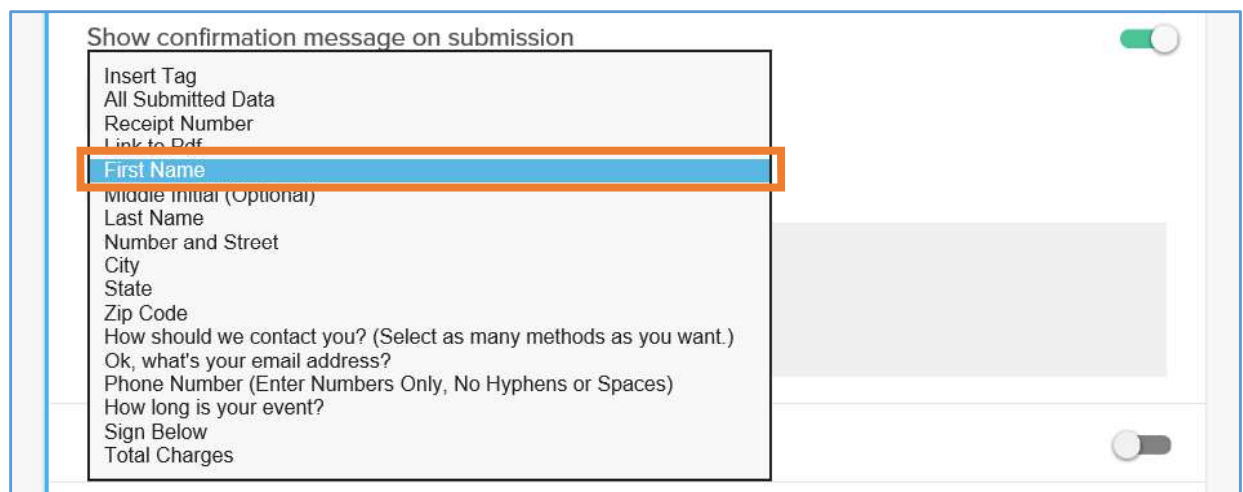
Using this setting, you can setup a message to display to customers every time they submit a completed form. You can even personalize the message to include their name if you collect it in the form. (See below.)
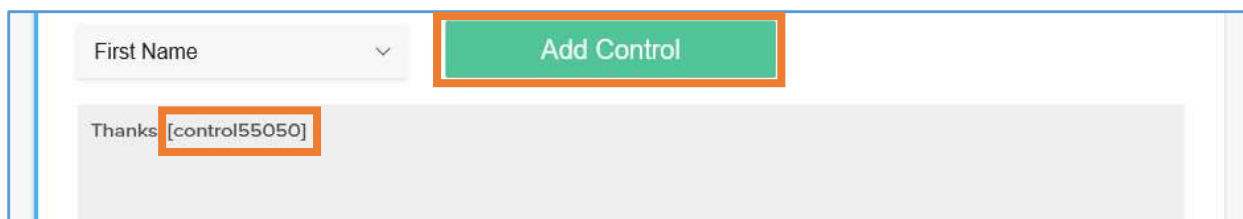

To include a field that the customer entered in the message, like first name, use the **INSERT TAG** dropdown menu.
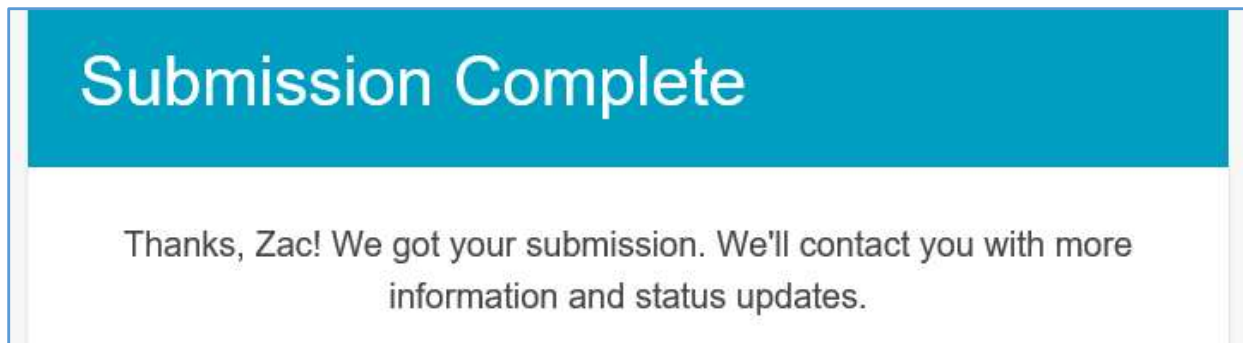

Choose the appropriate **FIELD** from the dropdown Menu.

Click **ADD CONTROL**, and the **FIELD CONTROL** will appear in your message text.
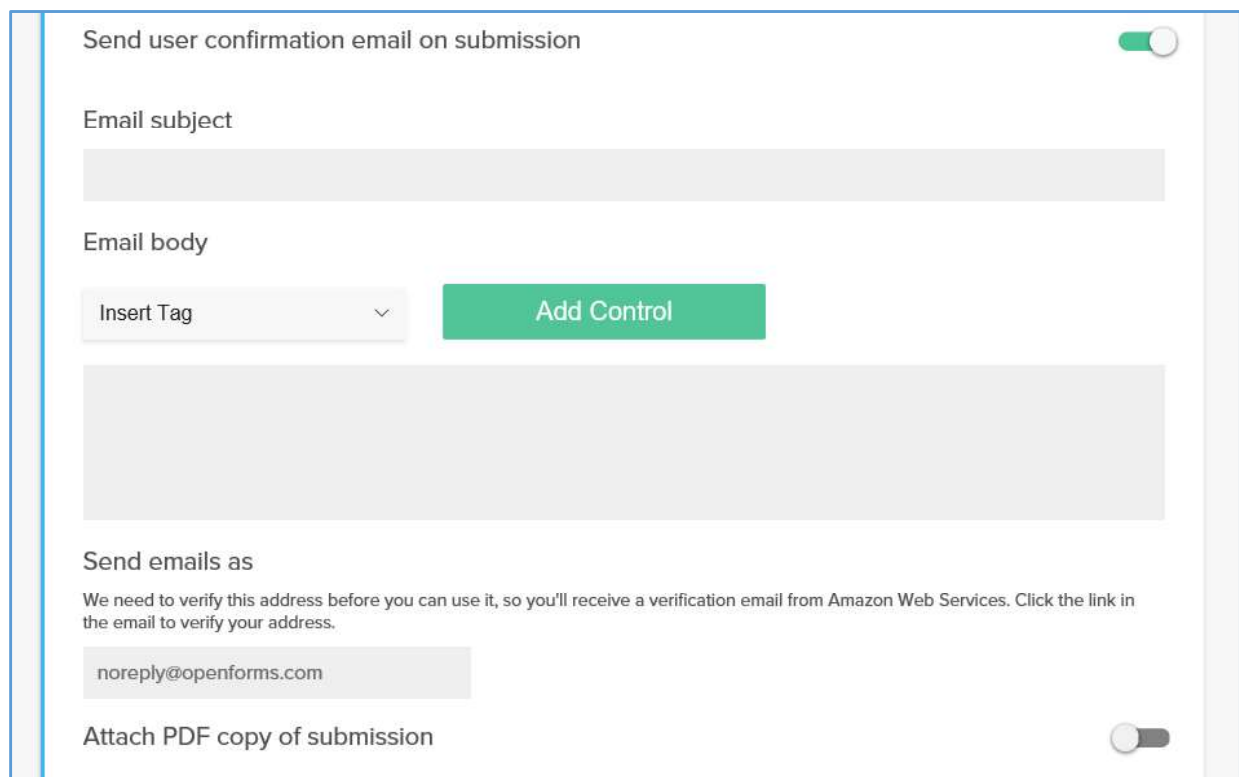
Finish typing your message. Now when customers submit their forms, they will see your message!

Submission Complete

Thanks, Zac! We got your submission. We'll contact you with more information and status updates.
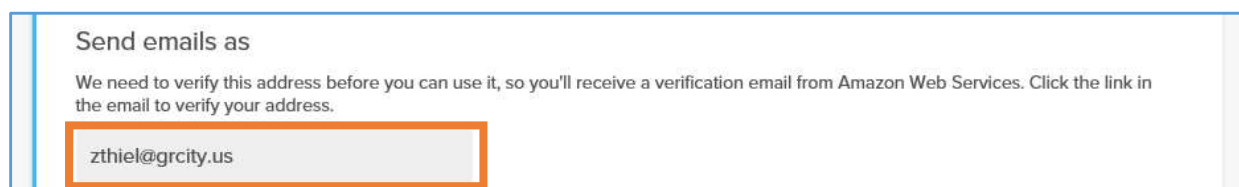
SEND USER CONFIRMATION EMAIL ON SUBMISSION

Toggling on this setting allows you to send an email to users confirming that their completed form was submitted. The features work similarly to those of the confirmation message discussed above.

Send user confirmation email on submission

Email subject

Email body

Insert Tag   Add Control

Send emails as

We need to verify this address before you can use it, so you'll receive a verification email from Amazon Web Services. Click the link in the email to verify your address.

noreply@openforms.com

Attach PDF copy of submission

One important note here is that you can change the **EMAIL ADDRESS** that the confirmation email is sent from. This is useful because if the customer replies, the reply goes to the appropriate inbox.

Send emails as

We need to verify this address before you can use it, so you'll receive a verification email from Amazon Web Services. Click the link in the email to verify your address.

zthiel@grcity.us

LIMIT AMOUNT OF SUBMISSIONS

Turning this feature on allows you to limit the number of submissions accepted. This is useful for training sessions or other events with limited seating available. Simply enter the **NUMBER OF SUBMISSIONS** you need to limit the responses to and enter a **MESSAGE** users will see when the limit is reached.

Limit amount of submissions

Amount of submissions

15

Submissions reached message

Registration is full! Sorry, all of the seats available in this session are reserved.